

**MATERIAL LIST FOR**  
**SEPTEMBER 8, 2014**  
**COUNCIL AGENDA PACKETS**

1. Copy of Agenda for the Regular Council Meeting at 6 pm on September 8, 2014.
2. Copy of Town Manager's report to Council.



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 Fax: (207) 439-6806

## WORKSHOP

6:00 p.m.

The Kittery Town Council will hold a workshop with the Planning Board to discuss proposed amendments to Title 16.

September 8, 2014

Kittery Town Council  
Regular Meeting Agenda  
7:00 p.m.

Council Chambers

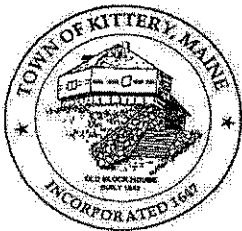
1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

The Kittery Town Council moves to receive an update from Norman Albert, Commissioner of Public Works on the Memorial Circle project.

10. PUBLIC HEARING
11. DISCUSSION
  - a. Discussion by members of the public (three minutes per person)
  - b. Response to public comment directed to a particular Councilor
  - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS

13. NEW BUSINESS
  - a. Donations/gifts received for Council disposition
  - b. (090114-1) The Kittery Town Council moves to approve the disbursement warrants.
14. COUNCILOR ISSUES OR COMMENT
15. COMMITTEE AND OTHER REPORTS
  - a. Communications from the Chairperson
  - b. Committee Reports
16. EXECUTIVE SESSION:
17. ADJOURNMENT

Posted: September 4, 2014



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

[ncolbertpuff@kitteryme.org](mailto:ncolbertpuff@kitteryme.org)

Nancy Colbert Puff  
Town Manager

## Town Manager's Report to the Town Council September 8, 2014

1. **Town Hall Roof Repair/Replacement** – We have put out a request for bids on the Town Hall roof. Specifications are available on the home page of our web site. We have set September 22<sup>nd</sup> as a bid opening date. Fire Chief Dave O'Brien has been a great help in moving this project forward.
2. **"Triple E" Found in York** – As many of you are likely aware, a mosquito tested positive for Eastern Equine Encephalitis (EEE). We regularly test (and use larvacide in nesting areas) here in Kittery, and in general, the mosquito population has been down this summer.
3. **Workshop with the Port Authority** – I am working on compiling requested information for the Council's consideration prior to the workshop (e.g. regarding term limits, enforceable regulations, MMA sensitivity trainings).
4. **Invasive Species** – I have conveyed the message to the Planning Office to examine whether our Shoreland zoning may need to be amended to facilitate the removal of invasive species in waterfront areas. We are meeting with David Tibbetts from the Rachael Carson Wildlife Refuge next week to discuss strategies to halt/contain the spread of invasive species.
5. **Harbormaster Interviews** – I will be participating in interviews of candidates for Harbormaster next week.
6. **Sarah Mildred Long (SML) Bridge Updates** – Maine Department of Transportation (MDOT) will be hosting a 4-hour open house to present progress on the SML design. In addition, they will be here in Town Hall Chamber at 6 pm on Thursday, September 25<sup>th</sup> to continue a dialogue with the Planning Board, Town Council, and members of the public.
7. **ICMA Conference** – I will be attending the ICMA conference from September 14-17<sup>th</sup>. I will be available via email and phone.

If you have any questions or concerns prior to Monday's evening's meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted

Nancy Colbert Puff

**FYI List**  
**For Council Agenda Packets**  
**For September 8, 2014**

- Tentative Agenda Item schedule for upcoming Council meetings (and workshops)
- Letter from Bryan Christiansen, Sr. Manager of Government and Community Relations at Comcast regarding Franchise Fee Payment
- Building Permit Report for August 2014

## **2014 TENTATIVE AGENDA ITEMS**

**September 15, 2014:** Workshop 6:00 p.m. – Port Authority

**September 18, 2014:** Special Meeting (6:00 pm)

**Workshop following at 6:30 p.m. – Meet with Eliot Board of Selectmen**

- Set the tax rate and overlay

**September 22, 2014:**

- Disbursement warrants
- (#9) Presentation by David Gooch, 300<sup>th</sup> Anniversary Comm., First Congregational Church of KP
- PH on amendment to Title 2, Admin. & Personnel, Chapter 2.3, Personnel System Generally
- (UNFINISHED BUS.) 080214-4 - Re-appointment to Port Authority – Barry Bush
- Appoint Warden and Deputy Warden and set the polling hours
- Request from Charity Defense Council to use Memorial Field for their march June 25-26, 2015

**October 15, 2014 (Weds.):**

- Disbursement warrants
- Election warrants ?



RECEIVED  
AUG 25 2014

Comcast Cable  
180 Greenleaf Avenue  
Portsmouth, NH 03801  
www.comcast.com

August 19, 2014

Board of Selectmen  
Town of Kittery  
200 Rogers Road  
Kittery, ME 03904

**RE: Franchise Fee Payment**

Dear Members of the Board:

Enclosed is a backup detailed accounting sheet representing Comcast's franchise fee payment for the period from April 1<sup>st</sup>, 2014 thru June 30<sup>th</sup>, 2014.

If you have any questions regarding this payment, please contact me at 603-334-3603

Sincerely,

Bryan Christiansen  
Sr. Manager of Government and Community Relations



System Name: Comcast of Maine/New  
Hampshire, Inc.  
Email: Patrick\_Moore@cable.comcast.co  
m  
Phone: 610-650-2999

Vendor ID: 198346  
Contract Name: Kittery ME  
Statement Period: Apr - Jun, 2014  
Payment Amount: \$26,197.36  
Statement Number: 175290  
CUID: ME0060  
System ID: 8773-3000-1200

KITTERY TOWN OF ME  
200 ROGERS RD  
ATTN TOWN MANAGER  
KITTERY, ME, 03904

This statement represents your payment for the period listed  
above.

Revenue Category	Amount
Expanded Basic Video Service	\$420,678.50
Limited Basic Video Service	\$144,197.14
Digital Video Service	\$192,775.00
Pay	\$80,338.05
PPV / VOD	\$35,047.24
Video Equipment	\$2,382.38
Digital Video Equipment	\$38,383.92
Video Installation / Activation	\$7,062.25
Franchise Fees	\$26,508.41
PEG Fees	\$10,116.03
Guide	\$209.97
Other	\$4,025.04
Late Fees	\$197.77
Write-offs / Recoveries	(\$4,203.44)
Ad Sales	\$84,493.95
Home Shopping Commissions	\$5,681.88
Total	\$1,047,894.09
Franchise Fee %	2.50 %
Franchise Fee	\$26,197.36

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

  
Pat Moore

Analyst



[illegible]

8/21/2014	14-243	PANCIENCIA, DAVID	20 JEFFERSON LN	61	26-25	R	SHED	SHED	\$2,000.00	\$49.00	-
8/21/2014	14-244	ST GEORGE, JASON & ELAINE	17 LYNCH LN	68	4-A-	R	MAINT & REPAIR	REPAIR PORCH	\$23,000.00	\$181.00	-
8/21/2014	14-245	HODGKINS, DAVID	43 MARTIN RD	11	15	R	MAINT & REPAIR	SIDING & REPAIR PORCH	\$6,000.00	\$25.00	-
8/21/2014	14-246	KELLY, DAVID & INGRID	7 HIGHPOINT CIRCLE	61	9/10/20	R	GENERATOR	GENERATOR	\$4,200.00	\$73.00	-
8/21/2014	14-247	MAJOR, FAY	15 PICOTT RD	37	7A	R	BARN	POLE BARN	\$2,500.00	\$55.00	-
8/21/2014	14-248	MAC LEOD, BARBARA	30 POCOHONTAS RD	51	1	R	ADU	ADU IN GARAGE	\$0.00	\$25.00	-
8/25/2014	14-249	LINSCOTT, DAVID	24 MANSON RD	30	17	R	MAINT & REPAIR	DUMSTER	\$0.00	\$25.00	-
8/25/2014	14-250	RYKERSON, DEAN	1 SALT MARSH LANE	69	14	R	SOLAR	SOLAR PANELS	\$16,923.00	\$217.00	-
8/25/2014	14-251	WALKER STREET LLC	36 WALKER ST	4	160	C	MAINT & REPAIR	WATER HEATERS	\$5,000.00	\$175.00	-
8/25/2014	14-252	DEMARCO, RICHARD	10 TUDOR DR	17	43-4	R	MAINT & REPAIR	GAS LINE	\$695.00	\$25.00	-
8/25/2014	14-253	NICKERSON, LYNNE	45 BOUSH ST	15	19	R	DECK	DECK	\$1,700.00	\$46.00	-
8/25/2014	14-254	VENUTO, ROBIN	6 CUTTS RD LOT 70	60	21-70	R	MAINT & REPAIR	ROOF	\$6,500.00	\$25.00	-
8/25/2014	14-255	LUCIANO	5 JANAH LANE	41	5/4/201	R	SINGLE FAMILY	SINGLE FAMILY	\$240,000.00	\$2,905.00	-
8/27/2014	14-256	MC CARTHY, RYAN	4 KEENE CIRCLE	10	67	R	MAINT & REPAIR	RENOVATIONS/UPDATE STEELE ST	\$20,000.00	\$145.00	-
8/28/2014	14-257	GERASIN FAMILY TRUST	1 ROUTE 236	21	18	C	COM REFIT	CORPORATION	\$0.00	\$100.00	-
8/28/2014	14-258	CPG	375 US ROUTE 1	47	4	C	COM MAINT	ROOF TOP UNITS	\$40,032.00	\$715.00	-
8/28/2014	14-259	RODONETS, BRIAN	42 PEPPERELL RD	18	27	R	RENOVATION	ADD BATHROOM	\$1,800.00	\$46.00	-